

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Embassy Ashgabat	2. AGENCY STATE	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Management Officer	Painter FSN – 1210	03	BJM	07/06/11
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Painter	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management Office	a. First Subdivision General Services Office
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Employee</div><div>_____ Date(mm-dd-yy)</div></div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Supervisor</div><div>_____ Date(mm-dd-yy)</div></div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Section Chief or Agency Head</div><div>07/06/2011 Date(mm-dd-yy)</div></div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Admin or Human Resources Officer</div><div>07/06/2011 Date(mm-dd-yy)</div></div>
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13. BASIC FUNCTION OF POSITION See Attached.
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14. MAJOR DUTIES AND RESPONSIBILITIES See Attached.	% OF TIME
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13. BASIC FUNCTION OF POSITION

Painter / Maintenance Man performs skilled work in preparing surfaces and in painting and finishing varied surfaces, including buildings, equipment and other structures

14. MAJOR DUTIES AND RESPONSIBILITIES

a) Maintains structures and equipment of office buildings, residences, and other government-owned or -leased properties, primarily through painting. 75 %

b) Performs other maintenance tasks (i.e., locksmith, masonry, tile repair and grouting, etc.) as needed to maintain the various properties. 25 %

15. REQUIRED QUALIFICATIONS

a) Education: Completion of a secondary school is desirable.

b) Prior Work Experience: One year of journeyman experience in the trade of primary expertise, plus some semi-skilled experience in other trade areas, is required.

c) Post Entry Training: On the job (OTJ) training.

d) Language Proficiency: Level I (Rudimentary knowledge) of English and level 3 (good working knowledge) of Russian is required

e) Knowledge: Must have knowledge of established painting practices and procedures in the primary trade. Experience in repair and/or replacement of laminate and parquet flooring helpful. Experience running a painting company is desirable

f) Skills and Abilities: Must know how to operate various skilled tools, including paint sprayer and power washer. Possession of a local driver's license (Category B) is required

16. POSITION ELEMENTS

a) Supervision Received: Receives primary supervision from the Maintenance (Make Ready) Foreman, under the general supervision of the FMS.

b) Available Guidelines: Local building codes and laws..

c) Exercise of Judgment: Must have the ability to resolve difficult problems independently, as he/she will be working alone much of the time. Must be able to estimate painting supplies needed for a particular project and the time it will take to finish the project.

d) Authority to Make Commitments: None

e) Nature, Level and Purpose of Contacts: The GSO and maybe other section employees.

f) Supervision Exercised: Occasionally, may supervise a trades helper or day laborer.

g) Time Required to Perform Full Range of Duties: Three to six months